

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR TOPEKA, KS 66619	DATE 07 NOV 2019	ANNOUNCEMENT NO. 12-2020
OPEN TO CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD	APPLICATIONS WILL BE ACCEPTED UNTIL OPEN UNTIL FILLED, 1500 HRS	
MILITARY POSITION TITLE & NUMBER EDUCATION & TRAINING #1032369	MIL AFSC & GRADE 3F271/MSGT	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION 190 FSS FORBES FLD, KS 66619	MINIMUM RANK SRA	MAXIMUM RANK MSGT
SELECTING SUPERVISOR Maj Casey Montgomery, FSS Commander, 785-861-4134, casey.j.montgomery.mil@mail.mil		

AFSC SPECIALTY SUMMARY

Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000.

AFSC DUTIES & RESPONSIBILITIES

Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Proctors exams. Maintains and controls testing materials.

Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training.

Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

AGR & AFSC QUALIFICATIONS

OCCASIONAL TO CONVERT TO PERMANENT

1. This is an Occasional Tour to convert to Permanent pending exhaustion of restoration rights 31 Dec 2020.
2. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).
3. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
4. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
8. Applicant must meet all requirements of ANGI 36-101.
9. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
 - a. Must be able to lift more than 40 LBS
 - b. ASVAB requirements: G \geq 59
 - c. PULHES: 333333

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to usaf.ks.190-arw.list.hro-remote@mail.mil. Applications will include:

1. **Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
2. **Current Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pg PDF**
3. **Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.